# AGENDA SEVIER SCHOOL DISTRICT BOARD OF EDUCATION SEVIER SCHOOL DISTRICT OFFICE WEDNESDAY, AUGUST 12, 2015 – 4:00 PM

Welcome

#### **PRELIMINARY** – Richard Orr

**1. OATH OF OFFICE – 4:05** 

**Superintendent Douglas** 

2. REPORT - 4:10

Child Nutrition Services Director Kathy Torok

- 3. CONSENT AGENDA 4:20
  - **A.** Approval of Minutes
  - **B.** Approval of Employees
  - C. Safe Walking Routes
  - **D.** Financial Summary for June & July 2015 Checks issued in June and July 201
- 4. PATRON DIALOGUE 4:35
- **5. DISCUSSION 4:50** 
  - **A.** Items from the Board
  - **B.** Items from Administration

**BREAK - 5:15** 

- 6. **CLOSED MEETINGS (2) 5:20**
- 7. ACTION ITEMS

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Gail Albrecht Assistant Superintendent, at 180 East 600 North, Richfield, Utah, 896-8214, at least three working days prior to the meeting.

#### AUGUST 12, 2015 – BOARD MEETING

<u>ITEM #1. – OATH OF OFFICE</u> President Hansen will administer the Oath of Office to Superintendent Cade Douglas.

#### AUGUST 12, 2015 – BOARD MEETING

<u>ITEM #2. – REPORT</u> Child Nutrition Services Director Kathy Torok will give a presentation to the Board.

#### **AUGUST 12, 2015 - BOARD MEETING**

#### ITEM #3.A. – APPROVAL OF MINUTES

#### **Pertinent Information**

Minutes from the June 18, 2015, Board Meeting and Closed Meeting, are enclosed for your consideration of approval.

#### **Additional Information Enclosed**

#### **Administration Recommendation**

Administration recommends approval of the minutes.

#### **AUGUST 12, 2015 – BOARD MEETING**

#### ITEM #3.B. – APPROVAL OF EMPLOYEES

#### **Pertinent Information**

The following individuals are being presented for consideration of employment: **Sheena Jacobson** for the position of a route driver in the North Sevier attendance area;

**Leland Roundy** for the position of a route driver in the Richfield attendance area;

**Vicky Johnson** for the position of a route driver in the North Sevier attendance area:

**Cody Workman** for the position of head wrestling coach at Richfield High; **Jenny Henderson** for the position of an instructional assistant and noon duty supervisor at Pahvant Elementary;

**Lesty Munk** for the position of food service assistant at North Sevier High; **Madeline Lee** for the position of Special Services Coordinator for Sevier School District;

**Ursula Mackay** as a part-time special education teacher at Richfield High; **April Kirschner** as a full-time special education teacher at Richfield High; **Patricia Gunderson** as a full-time Visual Arts Specialist in all five elementary schools:

**Machaela Burt** as a full-time Music Specialist in all five elementary schools; **Bryce Twitchell** as a full-time YIC teacher in the Youth in Custody program; **Wendi Byars** as a full-time CTE – Business Education teacher at South Sevier High;

**Jaylee Tutor** for the position of a non-location special needs instructional assistant;

**Misty Knutson** for the position of a non-location special needs instructional assistant:

**Jenna Dumas** for the position of a non-location special needs instructional assistant;

**Darla Steege** for the position of a non-location special needs instructional assistant:

**Kelsey Branham** for the position of a non-location special needs assistant; **Shawna Hartle** for the position of a school food service transport at South Sevier High;

**Amelia Nielsen** as a full-time 4<sup>th</sup> grade teacher at Pahvant Elementary, and **Linda Lowe** for the position of an instructional assistant at South Sevier High.

#### Additional Information Enclosed

#### **Administration Recommendation**

Administration recommends approval of the proposed employees.



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CADE J. DOUGLAS, Ph.D. **SUPERINTENDENT** 

GAIL ALBRECHT ASST. SUPERINTENDENT

CHAD W. LLOYD BUSINESS ADMINISTRATOR

#### Memorandum

To:

Superintendent Douglas

Sevier School Board of Education

From:

Gary Kyhl

Date:

June 16, 2015

Subject:

Instructional Assistant/Noon Duty Supervisor

Pahvant Elementary School

The purpose of this memorandum is to recommend Jenny Henderson for the position of an instructional assistant and noon duty supervisor at Pahvant Elementary School.

This position was previously held by Holly Henrie who recently resigned.

District hiring procedures have been followed in this hiring activity. Documents containing interview ratings are on file in the Human Resources Office.

#### **Contract Information:**

Length of Contract: 2 hrs/day – I/A 2 hrs/day – Noon Duty Supervisor

Funding Source:

Title I/Trustlands/District Lunch Program

Reference checks completed:

To:

**Superintendent Cade Douglas** 

Sevier School District Board of Education

From: Chad Johnson Date: June 16, 2015

Re: Instructional Assistant/ Noon Duty Supervisor

The purpose of this letter is to recommend **Jenny Henderson** for the position of Instructional Assistant/ Noon Duty Supervisor at Pahvant Elementary. Mrs. Henderson has been a substitute at PES and has been great to work with.

The selection committee consisted of Mark F. Stewart, Karren Allen and myself. Mrs. Henderson was selected from those that applied and District hiring procedures were followed in this hire.

This position was previously held by Holly Henrie who will be staying home to raise a family.

#### **Contract Information:**

License Level: NA

If Level 1 the mentor for this teacher will be: NA

License and endorsements: NA

Length of Contract: 2015-16 School Year

**Funding Source:** 

Title I/Trust Lands/District Lunch Program

Reference checks completed: Yes

Sincerely,

Chad Johnson

Pahvant Elementary School



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CADE J. DOUGLAS, Ph.D. SUPERINTENDENT

GAIL ALBRECHT ASST. SUPERINTENDENT CHAD W. LLOYD BUSINESS ADMINISTRATOR

#### Memorandum

To:

Superintendent Douglas

Sevier School Board of Education

From:

Chad Lloyd

Date:

July 1, 2015

Subject:

Route Driver

North Sevier Attendance Area

The purpose of this memorandum is to recommend **Sheena Jacobson** for the position of a route drive in the North Sevier attendance area.

This position was previously held by Mickie McKenzie who retired earlier this year.

District hiring procedures have been followed in this hiring activity. Documents containing interview ratings are on file in the Human Resources Office.

#### **Contract Information:**

Length of Contract:

Approx. 3 hrs/day

Funding Source:

Transportation

Reference checks completed:

#### Memorandum

TO: Superintendent Cade Douglas, PhD

FROM: Gary Kyhl, Transportation Director

Lynn Julander, Transportation Supervisor

**DATE:** June 30, 2015

RE: Recommending Sheena Jacobson

It is our recommendation that Sheena Jacobson be approved as a Route Driver for approximately 3.00 hours per school day in the North Sevier attendance area to fill a vacancy created by the retirement of a bus driver.

District hiring procedures have been followed in this hiring activity.



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CADE J. DOUGLAS, Ph.D. SUPERINTENDENT

GAIL ALBRECHT
ASST. SUPERINTENDENT

CHAD W. LLOYD BUSINESS ADMINISTRATOR

#### Memorandum

To:

Superintendent Douglas

Sevier School Board of Education

From:

Chad Lloyd

Date:

July 1, 2015

Subject:

Route Driver

Richfield Attendance Area

The purpose of this memorandum is to recommend **Leland Roundy** for the position of a route drive in the Richfield attendance area.

This is a new position.

District hiring procedures have been followed in this hiring activity. Documents containing interview ratings are on file in the Human Resources Office.

#### **Contract Information:**

Length of Contract:

Approx. 3 hrs/day

Funding Source:

Transportation

Reference checks completed:

#### Memorandum

TO: Superintendent Cade Douglas, PhD

FROM: Gary Kyhl, Transportation Director

Lynn Julander, Transportation Supervisor

**DATE:** June 30, 2015

RE: Recommending Leland Roundy

It is our recommendation that Leland Roundy be approved as a Route Driver for approximately 3.00 hours per school day in the Richfield attendance area to fill a new bus route.

District hiring procedures have been followed in this hiring activity.



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CADE J. DOUGLAS, Ph.D. SUPERINTENDENT

GAIL ALBRECHT ASST. SUPERINTENDENT CHAD W. LLOYD BUSINESS ADMINISTRATOR

#### Memorandum'

To:

Superintendent Douglas

Sevier School Board of Education

From:

Chad Lloyd

Date:

July 1, 2015

Subject:

Route Driver

North Sevier Attendance Area

The purpose of this memorandum is to recommend **Vicky Johnson** for the position of a route drive in the North Sevier attendance area. Because Ms. Johnson has not been a bus driver previously, she will be placed on a probationary status from August through November to make sure she is comfortable driving the bus.

This position was previously held by Elaine Gurr who recently retired.

District hiring procedures have been followed in this hiring activity. Documents containing interview ratings are on file in the Human Resources Office.

#### **Contract Information:**

Length of Contract:

Approx. 3 hrs/day

Funding Source:

Transportation

Reference checks completed:

#### Memorandum

TO: Superintendent Cade Douglas, PhD

FROM: Gary Kyhl, Transportation Director

Lynn Julander, Transportation Supervisor

**DATE:** June 30, 2015

**RE:** Recommending Vicky Johnson

It is our recommendation that Vicky Johnson be approved as a Route Driver for approximately 3.00 hours per school day in the North Sevier attendance area to fill a vacancy created by the retirement of a bus driver.

District hiring procedures have been followed in this hiring activity.



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CADE J. DOUGLAS, Ph.D. SUPERINTENDENT

GAIL ALBRECHT ASST. SUPERINTENDENT CHAD W. LLOYD BUSINESS ADMINISTRATOR

#### Memorandum

To:

Superintendent Douglas

Sevier School Board of Education

From:

Gary Kyhl

Date:

June 16, 2015

Subject:

Head Wrestling Coach

Richfield High School

The purpose of this memorandum is to recommend Cody Workman for the position of head wrestling coach at Richfield High School.

This position was previously held by Layne Jacobsen who recently resigned due to a job transfer.

District hiring procedures have been followed in this hiring activity. Documents containing interview ratings are on file in the Human Resources Office.

#### **Contract Information:**

Length of Contract:

Varies

Funding Source:

Coaching Fund

Reference checks completed:



### ifield high schoo

Principal: Brent Gubler • Assistant Principal: Richard Barton Counselors: Nathan Costa · David Sorensen

To:

Superintendent Cade Douglas

Sevier School District Board of Education

Date:

From: Brent H. Gubler June 11, 2015

Re:

Cody Workman - Head Wrestling Coach

The purpose of this letter is to recommend **Cody Workman** as a new head wrestling coach at Richfield High School. With his previous experience as an assistant wrestling coach and his experience working with students as the director of the Richfield Residential Hall, Cody will be a great asset to the Richfield High School wrestling program for many years to come.

The selection committee consisted of Richard Barton and myself. Coach Workman was selected from those that applied, and Sevier School District hiring procedures were followed in this hire.

This position was previously held by Layne Jacobsen who resigned because of a job transfer.

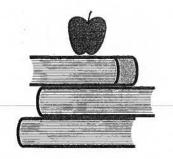
Reference checks completed: yes

Brent H. Kubler

Sincerely,

Brent H. Gubler

Richfield High School



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CADE J. DOUGLAS, Ph.D. SUPERINTENDENT

GAIL ALBRECHT ASST. SUPERINTENDENT CHAD W. LLOYD BUSINESS ADMINISTRATOR

#### Memorandum

To:

Superintendent Douglas

Sevier School Board of Education

From:

Gary Kyhl

Date:

July 6, 2015

Subject:

Food Service Assistant

North Sevier High School

The purpose of this memorandum is to recommend **Lesty Munk** for the position of food service assistant at North Sevier High School.

This position was previously held by Debra Peterson who has accepted another position in the School Food Service program.

District hiring procedures have been followed in this hiring activity. Documents containing interview ratings are on file in the Human Resources Office.

#### **Contract Information:**

Length of Contract:

4 hrs/day

Funding Source:

SFS

Reference checks completed:



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CADE J. DOUGLAS, Ph.D. SUPERINTENDENT

GAIL ALBRECHT ASST. SUPERINTENDENT CHAD W. LLOYD BUSINESS ADMINISTRATOR

To:

Superintendent Cade Douglas

Sevier School District Board of Education

From: Kathy Torok Date: July 2, 2015

Re:

New Hire- North Sevier High School SFS

The purpose of this letter is to recommend Lesty Munk for the position of 4 hour Food Service Assistant at North Sevier High School. Lesty Munk will be an asset to North Sevier High School's child nutrition department. Lesty Munk will be replacing Debra Peterson position, which became available after Debra Peterson was hired to take Shanna Nielson's position.

The interview committee consisted of Kathy Torok and Julie Wanlass. Lesty Munk was selected form those that applied and Sevier School District hiring procedures were followed.

#### Contract Information

Length of Contract:

4 hours 5 days per week- 178 days

Funding Source:

School Food Service

Reference Checks Completed:

Yes

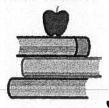
Sincerely,

Kathy Torok

Child Nutrition Department

Sevier School District

#### EXCELLENCE IN TEACHING & LEARNING



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CADE DOUGLAS, Ph.D.

GAIL ALBRECHT

CHAD LLOYD

SUPERINTENDENT

ASST. SUPERINTENDENT

**BUSINESS ADMINISTRATOR** 

To:

Superintendent Cade Douglas

Sevier School District Board of Education

From:

Lisa Crane

Date:

July 13, 2015

Re:

**Special Services Coordinator** 

The purpose of this letter is to recommend Madeline Lee for the position of Special Services Coordinator for Sevier School District. Mrs. Lee has served as a special education teacher and learning coordinator at Red Hills Middle School for the past several years, and has a wealth of knowledge relating to IDEA and instructing students with disabilities.

Mrs. Lee was the most qualified applicant for the position. Our knowledge and experience we have from working with her as a special education teacher and learning coordinator make her the best candidate for this position.

This position was previously held by Julia Parslow.

#### **Contract Information:**

Funding Source: Special Education

Sincerely,

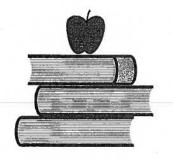
Lisa Crane

Director of Federal Programs,

Sevier School District

EXCELLENCE IN TEACHING & LEARNING

Board of Education: Clint Johnson • Jack Hansen • Don Naser • Tom Hales • Richard Orr



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CADE J. DOUGLAS, Ph.D. SUPERINTENDENT

GAIL ALBRECHT ASST. SUPERINTENDENT CHAD W. LLOYD BUSINESS ADMINISTRATOR

#### Memorandum

To:

Superintendent Douglas

Sevier School Board of Education

From:

Gary Kyhl

Date:

July 13, 2015

Subject:

Special Services Coordinator

District Office

The purpose of this memorandum is to recommend **Madeline Lee** for the position of Special Services Coordinator at Sevier School District.

This position was previously held by Julia Parslow who recently retired.

District hiring procedures have been followed in this hiring activity.

#### **Contract Information:**

Length of Contract:

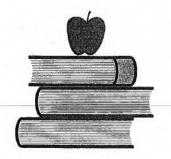
192 days

Funding Source:

Special Education

Reference checks completed:

769



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CADE J. DOUGLAS, Ph.D. SUPERINTENDENT

GAIL ALBRECHT ASST. SUPERINTENDENT CHAD W. LLOYD BUSINESS ADMINISTRATOR

#### Memorandum

To:

Superintendent Douglas

From:

Gary Kyhl  $\checkmark$ 

Date:

July 17, 2015

Subject:

Part-time Special Education Teacher

Richfield High School

I support the recommendation that we hire **Ursula Mackay** as a part-time special education teacher at Richfield High School.

Ms. Mackay is currently working on obtaining her special education endorsement and will submit a plan to the HR department outlining the completion of this endorsement. She is replacing April Kirschner who transferred to Richfield High School full time.

District hiring procedures have been followed. Documents containing interview ratings are on file in the Human Resources Office.

cc: personnel file



# RICHFIELD HIGH SCHOOL

Principal: Brent Gubler • Assistant Principal: Richard Barton Counselors: Nathan Costa • David Sorensen

TO:

Superintendent Cade Douglas

Sevier School District Board of Education

FROM:

Brent H. Gubler

DATE:

July 16, 2015

RE:

Ursula Mackay

The purpose of this letter is to recommend **Ursula Mackay** as a special education teacher for one period at Richfield High School. Mrs. Mackay will be at Cedar Ridge High School every other day for three periods with special education, then she will be at RHS for one period during that same day. **She will be qualified to teach the following classes when she finishes her special education endorsement:** 

All special education classes

She is replacing April Kirschner, who transferred full time to Richfield High School.

#### **Contract Information:**

FTE: full FTE

License Level: Level 1 license

If Level 1, the mentor for this teacher will be: Julie Jensen

License and endorsements: working on special education endorsement

Length of Contract: 182 days

Funding Source: Special Education

Reference checks completed: NA

Brent H. Kubler

Sincerely,

Brent H. Gubler

Richfield High School

### HOME OF THE WILDCATS



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CADE J. DOUGLAS, Ph.D. SUPERINTENDENT

GAIL ALBRECHT ASST. SUPERINTENDENT CHAD W. LLOYD BUSINESS ADMINISTRATOR

#### Memorandum

To:

Superintendent Douglas

From:

Gary Kyhl — (M

Date:

July 17, 2015

Subject:

Full-time Special Education Teacher

Richfield High School

I support the recommendation that we hire **April Kirschner** as a full-time special education teacher at Richfield High School. Ms. Kirschner's license and Highly Qualified status have been verified on CACTUS.

Mrs. Kirschner had been teaching part time at both Richfield High School and Cedar Ridge High School. She requested a transfer to Richfield High School for a full day with the transfer of David Evans to South Sevier High School.

District hiring procedures have been followed. Documents containing interview ratings are on file in the Human Resources Office.

cc:

personnel file



## RICHFIELD HIGH SCHOOL

Principal: Brent Gubler • Assistant Principal: Richard Barton

Counselors: Nathan Costa · David Sorensen

TO:

Superintendent Cade Douglas

Sevier School District Board of Education

FROM:

Brent H. Gubler

DATE:

July 16, 2015

RE:

April Kirschner

The purpose of this letter is to recommend **April Kirschner** as a full-time special education math teacher at Richfield High School. **She will be teaching the following classes for which she is currently USOE highly qualified to teach:** 

AC Secondary Math 1

Mrs. Kirschner asked for a transfer to Richfield High School for a full day with the transfer of David Evans to South Sevier High School.

#### **Contract Information:**

FTE: full FTE

License Level: Level 1 license

If Level 1, the mentor for this teacher will be: NA

License and endorsements: Special education math endorsement

Length of Contract: 182 days

Funding Source: Special Education

Reference checks completed: NA

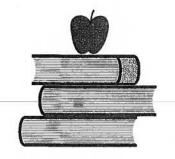
Brent H. Muller

Sincerely,

Brent H. Gubler

Richfield High School

### HOME OF THE WILDCATS



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CADE J. DOUGLAS, Ph.D. SUPERINTENDENT

GAIL ALBRECHT ASST. SUPERINTENDENT CHAD W. LLOYD BUSINESS ADMINISTRATOR

#### Memorandum

To:

Superintendent Douglas

From:

Gary Kyhl

Date:

July 21, 2015

Subject:

Beverly Taylor Sorensen Visual Arts Specialist

All District Elementary Schools

I support the recommendation that we hire **Patricia Gunderson** as a full-time Visual Arts Specialist in all five elementary schools. Ms. Gunderson has a Nevada teaching license and will be obtaining her Utah teaching license in the near future.

This is a new position and will be funded through a grant supported by the Beverly Taylor Sorensen Arts Learning Program.

District hiring procedures have been followed. Documents containing interview ratings are on file in the Human Resources Office.

cc:

personnel file

#### Memorandum

To:

Superintendent Douglas

From:

Gail Albrecht

Date:

7-20-2015

**Subject:** 

Beverly Taylor Sorensen Visual Arts Specialist

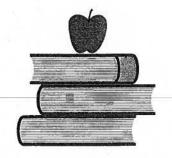
Sevier School District

I recommend that **Patricia Gunderson** be hired as the Beverly Taylor Sorensen Visual Arts Specialist for Sevier School District working in all five elementary schools.

This is a new position created by increased funding through a grant supported by the Beverly Taylor Sorensen Arts Learning Program. A committee of elementary school principals selected Mrs. Burt from those who applied.

District hiring procedures have been followed in this hiring activity and documents containing interview ratings are on file in the Human Resources Office.

Cc: personnel file



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CADE J. DOUGLAS, Ph.D. SUPERINTENDENT

GAIL ALBRECHT ASST. SUPERINTENDENT CHAD W. LLOYD BUSINESS ADMINISTRATOR

#### Memorandum

To:

Superintendent Douglas

From:

Gary Kyhl Sw

Date:

July 21, 2015

Subject:

Beverly Taylor Sorensen Music Specialist

All District Elementary Schools

I support the recommendation that we hire **Machaela Burt** as a full-time Music Specialist in all five elementary schools. Ms. Burt's license and Highly Qualified status have been verified on CACTUS.

This position was previously held by Janel Parry.

District hiring procedures have been followed. Documents containing interview ratings are on file in the Human Resources Office.

cc:

personnel file

#### Memorandum

To:

Superintendent Douglas

From:

Gail Albrecht

Date:

7-20-2015

**Subject:** 

Beverly Taylor Sorensen Music Specialist

Sevier School District

I recommend that **Machaela Burt** be hired as the Beverly Taylor Sorensen Music Specialist for Sevier School District working in all five elementary schools.

This is an existing full-time position previously held by Janell Parry. A committee of elementary school principals selected Mrs. Burt from those who applied.

District hiring procedures have been followed in this hiring activity and documents containing interview ratings are on file in the Human Resources Office.

Cc: personnel file



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CADE J. DOUGLAS, Ph.D. SUPERINTENDENT

GAIL ALBRECHT ASST. SUPERINTENDENT CHAD W. LLOYD BUSINESS ADMINISTRATOR

#### Memorandum

To:

Superintendent Douglas

From:

Gary Kyhl

Date:

July 21, 2015

Subject:

Youth in Custody Teacher

Youth in Custody Program

I support the recommendation that we hire **Bryce Twitchell** as a full-time YIC teacher in the Youth in Custody program. Mr. Twitchell's license and Highly Qualified status have been verified on CACTUS.

Mr. Twitchell will be replacing Jeff Roberts who retired at the end of the 2014-15 school year.

District hiring procedures have been followed. Documents containing interview ratings are on file in the Human Resources Office.

cc:

personnel file

#### Memorandum

To:

Superintendent Douglas

From:

Gail Albrecht

Date:

7-20-2015

**Subject:** 

Youth In Custody Teacher

Sevier School District

I recommend that **Bryce Twitchell** be hired as the teacher for Sevier School District's Youth In Custody program.

This position was previously held by Jeff Roberts who is retiring.

District hiring procedures have been followed in this hiring activity and documents containing interview ratings are on file in the Human Resources Office.

Cc: personnel file



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CADE J. DOUGLAS, Ph.D. SUPERINTENDENT

GAIL ALBRECHT ASST. SUPERINTENDENT CHAD W. LLOYD BUSINESS ADMINISTRATOR

#### Memorandum

To:

Superintendent Douglas

From:

Gary Kyhl 🕢

Date:

July 22, 2015

Subject:

CTE - Business Education

South Sevier High School

I support the recommendation that we hire **Wendi Byars** as a full-time CTE – Business Education teacher at South Sevier High School. Ms. Byars' license and Highly Qualified status have been verified on CACTUS.

Ms. Byars will replace Paula Roberts who retired at the end of the 2014-15 school year.

District hiring procedures have been followed. Documents containing interview ratings are on file in the Human Resources Office.

cc:

personnel file

TO: Superintendent Cade Douglas

Sevier School District Board of Education

FROM: Randy Madsen DATE: July 22, 2015

RE:Business teacher opening

The purpose of this letter is to recommend Wendi Byars as a new teacher at South Sevier High School. She will be teaching the following classes for which she is currently USOE highly qualified to teach:

Keyboarding, Computer Technology, Accounting, Business Communications and Word processing 2

The selection committee consisted of Gary Kyhl and Randy Madsen and she was selected from those who applied, and District hiring procedures were followed in this hire.

#### **Contract Information:**

FTE: 1.0

License Level:

If Level 1, the mentor for this teacher will be: TBD

License and endorsements: Secondary Business Education Endorsement

Length of Contract: year to year

Funding Source: M & O

Reference checks completed: I have had the opportunity to watch her teach and know her well.

Sincerely,

Randy Madsen South Sevier High School



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CADE J. DOUGLAS, Ph.D. SUPERINTENDENT

GAIL ALBRECHT ASST. SUPERINTENDENT CHAD W. LLOYD BUSINESS ADMINISTRATOR

#### Memorandum

To:

Superintendent Douglas

Sevier School Board of Education

From:

Gary Kyhl &

Date:

July 31, 2015

Subject:

Special Needs Instructional Assistant

Non-location

The purpose of this memorandum is to recommend **Jaylee Tutor** for the position of a non-location special needs instructional assistant.

Coylene Brinkerhoff, who has changed her position with Sevier School District, previously held this position.

District hiring procedures have been followed in this hiring activity. Documents containing interview ratings are on file in the Human Resources Office.

#### **Contract Information:**

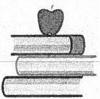
Length of Contract:

27.5 hrs/wk

Funding Source:

Special Education

Reference checks completed:



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CADE DOUGLAS, Ph.D. SUPERINTENDENT

GAIL ALBRECHT
ASST. SUPERINTENDENT

CHAD LLOYD

**BUSINESS ADMINISTRATOR** 

To:

Superintendent Cade Douglas

Sevier School District Board of Education

From: Madeline Lee, Special Services Coordinator

Date:

July 22, 2015

Re:

Non-location Special Needs Instruction Assistant

The purpose of this letter is to recommend Jaylee Tutor, for the position of Non-location Special Needs Instructional Assistant.

This position was previously held by Coylene Brinkerhoff, who has changed her position with Sevier School District.

#### **Contract Information:**

Length of Contract: 2015-2016 School Year Approximate Time/day: 27.5 hours/week

Pay scale: Classified Pay Schedule Step 1 Lane 4

Funding Source:

Special Education

References Checked: Yes

adeline Lee

Sincerely,

Madeline Lee

Sevier School District



180 E. 600 N., Richfield, Utah 84701 • 435-896-8214 • Fax 435-896-8804

CADE J. DOUGLAS, Ph.D. SUPERINTENDENT

GAIL ALBRECHT ASST. SUPERINTENDENT CHAD W. LLOYD BUSINESS ADMINISTRATOR

#### Memorandum

To:

Superintendent Douglas

Sevier School Board of Education

From:

Gary Kyhl

Date:

July 31, 2015

Subject:

Special Needs Instructional Assistant

Non-location

The purpose of this memorandum is to recommend **Misty Knutson** for the position of a non-location special needs instructional assistant.

Michelle Knight, who has changed her position with Sevier School District, previously held this position.

District hiring procedures have been followed in this hiring activity. Documents containing interview ratings are on file in the Human Resources Office.

#### **Contract Information:**

Length of Contract:

27.5 hrs/wk

Funding Source:

Special Education

Reference checks completed:

(es



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CADE DOUGLAS, Ph.D. SUPERINTENDENT

GAIL ALBRECHT
ASST. SUPERINTENDENT

CHAD LLOYD
BUSINESS ADMINISTRATOR

To:

Superintendent Cade Douglas

Sevier School District Board of Education
From: Madeline Lee, Special Services Coordinator

Date:

July 22, 2015

Re:

Non-location Special Needs Instruction Assistant

The purpose of this letter is to recommend Misty Knutson, for the position of Non-location Special Needs Instructional Assistant.

This position was previously held by Michelle Knight, who has changed her position with Sevier School District.

#### **Contract Information:**

Length of Contract: 2015-2016 School Year Approximate Time/day: 27.5 hours/week

Pay scale: Classified Pay Schedule Step \_\_ Lane \_\_

Funding Source:

Special Education

References Checked: Yes

Sincerely,

Madeline Lee

Sevier School District

Board of Education: Clint Johnson • Jack Hansen • Don Naser • Tom Hales • Richard Orr



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#### Memorandum

To:

Superintendent Douglas

Sevier School Board of Education

From:

Gary Kyhl (W

Date:

July 31, 2015

Subject:

Special Needs Instructional Assistant

Non-location

The purpose of this memorandum is to recommend **Jenna Dumas** for the position of a non-location special needs instructional assistant.

This is a new position due to a new special needs incoming kindergartener.

District hiring procedures have been followed in this hiring activity. Documents containing interview ratings are on file in the Human Resources Office.

#### **Contract Information:**

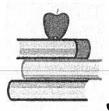
Length of Contract:

27.5 hrs/wk

Funding Source:

Special Education

Reference checks completed:



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CADE DOUGLAS, Ph.D. SUPERINTENDENT

GAIL ALBRECHT
ASST. SUPERINTENDENT

CHAD LLOYD
BUSINESS ADMINISTRATOR

To:

Superintendent Cade Douglas

Sevier School District Board of Education Madeline Lee, Special Services Coordinator

From: Date:

July 22, 2015

Re:

Non-location Special Needs Instruction Assistant

The purpose of this letter is to recommend Jenna Dumas, for the position of Non-location Special Needs Instructional Assistant.

This is a new position due to a new special needs incoming kindergartener.

#### **Contract Information:**

Length of Contract: 2015-2016 School Year Approximate Time/day: 27.5 hours/week

Pay scale: Classified Pay Schedule Step 1 Lane 4

**Funding Source:** 

Special Education

References Checked: Yes

radolino Lee

Sincerely,

Madeline Lee

Sevier School District

Board of Education: Clint Johnson • Jack Hansen • Don Naser • Tom Hales • Richard Orr



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CADE J. DOUGLAS, Ph.D. SUPERINTENDENT

GAIL ALBRECHT ASST. SUPERINTENDENT CHAD W. LLOYD BUSINESS ADMINISTRATOR

## Memorandum

To:

Superintendent Douglas

Sevier School Board of Education

From:

Gary Kyhl Suk-

Date:

July 31, 2015

Subject:

Special Needs Instructional Assistant

Non-location

The purpose of this memorandum is to recommend **Darla Steege** for the position of a non-location special needs instructional assistant.

Daniel Henrie, who has changed his position with Sevier School District, previously held this position.

District hiring procedures have been followed in this hiring activity. Documents containing interview ratings are on file in the Human Resources Office.

### **Contract Information:**

Length of Contract:

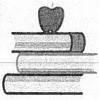
27.5 hrs/wk

Funding Source:

**Special Education** 

Reference checks completed:

Zes.



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CADE DOUGLAS, Ph.D. SUPERINTENDENT

GAIL ALBRECHT
ASST. SUPERINTENDENT

CHAD LLOYD BUSINESS ADMINISTRATOR

To:

Superintendent Cade Douglas

Sevier School District Board of Education

From: Date:

Madeline Lee, Special Services Coordinator July 22, 2015

Re:

Non-location Special Needs Instruction Assistant

The purpose of this letter is to recommend Darla Steege, for the position of Non-location Special Needs Instructional Assistant.

This position was previously held by Daniel Henrie, who has changed his position with Sevier School District.

### **Contract Information:**

Length of Contract: 2015-2016 School Year Approximate Time/day: 27.5 hours/week

adeline Lee

Pay scale: Classified Pay Schedule Step \_\_ Lane \_\_

Funding Source:

Special Education

References Checked: Yes

Sincerely,

Madeline Lee

Sevier School District



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CADE J. DOUGLAS, Ph.D. SUPERINTENDENT

GAIL ALBRECHT ASST. SUPERINTENDENT CHAD W. LLOYD BUSINESS ADMINISTRATOR

# Memorandum

To:

Superintendent Douglas

Sevier School Board of Education

From:

Gary Kyhl

Date:

August 4, 2015

Subject:

Special Needs Instructional Assistant

Non-location

The purpose of this memorandum is to recommend Kesley Branham for the position of a non-location special needs instructional assistant.

This position was previously held by Kim Ogden who has recently resigned.

District hiring procedures have been followed in this hiring activity. Documents containing interview ratings are on file in the Human Resources Office.

#### **Contract Information:**

Length of Contract:

27.5 hrs/wk

Funding Source:

**Special Education** 

Reference checks completed:

Yes



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CADE DOUGLAS, Ph.D. SUPERINTENDENT

GAIL ALBRECHT
ASST. SUPERINTENDENT

CHAD LLOYD
BUSINESS ADMINISTRATOR

To:

Superintendent Cade Douglas

Sevier School District Board of Education

From:

Madeline Lee, Special Services Coordinator

Date:

August 4, 2015

Re:

Special Needs Staff

The purpose of this letter is to recommend **Kesley Branham** for the position of Non-location Special Needs Instructional Assistant.

This position was previously held by Kim Ogden who has resigned from their position with Sevier School District.

#### **Contract Information:**

Length of Contract: 2015-2016 School Year Approximate Time/day: 27.5 hours/week

Pay scale: Classified Pay Schedule Step \_\_Lane

**Funding Source:** 

Special Education

References Checked: Yes

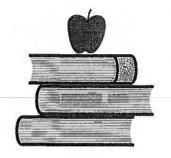
Madeline Le

Sincerely,

Madeline Lee

Sevier School District

Board of Education: Clint Johnson • Jack Hansen • Don Naser • Tom Hales • Richard Orr



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CADE J. DOUGLAS, Ph.D. SUPERINTENDENT

GAIL ALBRECHT ASST. SUPERINTENDENT CHAD W. LLOYD BUSINESS ADMINISTRATOR

## Memorandum

To:

Superintendent Douglas

Sevier School Board of Education

From:

Gary Kyhl

Date:

August 6, 2015

Subject:

School Food Service Transport

South Sevier High School

The purpose of this memorandum is to recommend **Shawna Hartle** for the position of a school food service transport at South Sevier High School.

This position was previously held by Kaylyn Asay who has recently resigned and moved out of the area.

District hiring procedures have been followed in this hiring activity. Documents containing interview ratings are on file in the Human Resources Office.

#### **Contract Information:**

Length of Contract:

5.75 hrs/day

Funding Source:

School Food Service

Reference checks completed:

Yes



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CADE J. DOUGLAS, Ph.D. **SUPERINTENDENT** 

GAIL ALBRECHT ASST. SUPERINTENDENT

CHAD W. LLOYD **BUSINESS ADMINISTRATOR** 

To:

Superintendent Cade Douglas

Sevier School District Board of Education

From: Kathy Torok

Date: August 6, 2015, 2015

Re:

New Hire- South Sevier High School SFS

The purpose of this letter is to recommend *Shawna Hartle* for the position of 5.75 hour Food Service Transport at South Sevier High School. Shawna Hartle will be an asset to South Sevier High School's child nutrition department. Shawna Hartle will be replacing Kayln Asay position, which became available after Kayln Asay resigned due to having to relocate for her husbands job.

The interview committee consisted of Kathy Torok and KaeLynn Gull. Shawna Hartle was selected form those that applied and Sevier School District hiring procedures were followed.

#### **Contract Information**

Length of Contract:

5.75 hours 5 days per week- 178 days

Funding Source:

School Food Service

Reference Checks Completed:

Yes

Sincerely,

Kathy(Torok

Child Nutrition Department

Sevier School District

#### EXCELLENCE IN TEACHING & LEARNING



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CADE J. DOUGLAS, Ph.D. SUPERINTENDENT

GAIL ALBRECHT ASST. SUPERINTENDENT CHAD W. LLOYD BUSINESS ADMINISTRATOR

#### Memorandum

To:

Superintendent Douglas

From:

Gary Kyhl W

Date:

August 6, 2015

Subject:

4<sup>th</sup> Grade Teacher

Pahvant Elementary School

I support the recommendation that we hire **Amelia Nielsen** as a full-time 4<sup>th</sup> grade teacher at Pahvant Elementary School. Ms. Nielsen's license and Highly Qualified status have been verified on CACTUS.

Ms. Nielsen will replace Matt Pace who transferred to Red Hills Middle School for the 2015-16 school year. This is currently a one-year position. Ms. Nielsen was notified of this prior to accepting the position.

District hiring procedures have been followed. Documents containing interview ratings are on file in the Human Resources Office.

cc: personnel file



# Jr. Wildcats

To:

Superintendent Cade Douglas

Sevier School District Board of Education

From: Chad Johnson

Date: 8/6/15

Re: Hiring of Mrs. Amy Nielsen

The purpose of this letter is to recommend Amy Nielsen for the position of fourth Grade teacher at Pahvant Elementary. Mrs. Nielsen will be starting her teaching career this school year as a first year teacher.

The selection committee consisted of Chad Johnson, Kole Krahenbuhl, Julie Curtis, and Mark F. Stewart. Mrs. Nielsen was selected from those that applied and District hiring procedures were followed in this hire.

This position was previously held by Matt Pace who transferred to Red Hills Middle School for the 2015-16 School Year. This is currently a one-year only position. Amy was notified of this prior to accepting the position and agreed to these terms.

## **Contract Information:**

License Level: I

If Level 1 the mentor for this teacher will be: Mark F. Stewart

License and endorsements: Elementary Education

Length of Contract: 182 Days

**Funding Source:** 

WPU

Reference checks completed: Contacted USU Advisor

Sincerely,

Chad Johnson



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CADE J. DOUGLAS, Ph.D. **SUPERINTENDENT** 

GAIL ALBRECHT ASST. SUPERINTENDENT

CHAD W. LLOYD **BUSINESS ADMINISTRATOR** 

## Memorandum

To:

Superintendent Douglas

Sevier School Board of Education

From:

Gary Kyhl

Date:

August 6, 2015

Subject:

**Instructional Assistant** 

South Sevier High School

The purpose of this memorandum is to recommend Linda Lowe for the position of an instructional assistant at South Sevier High School.

This position was created when David Evans transferred to a full-time teaching position. It will now be classified as an instructional assistant position.

District hiring procedures have been followed in this hiring activity. Documents containing interview ratings are on file in the Human Resources Office.

#### **Contract Information:**

Length of Contract: 27.5 hrs/wk

Funding Source:

**Indian Special Education** 

Reference checks completed:

TO: Superintendent Cade Douglas

Sevier School District Board of Education

FROM: Randy Madsen DATE: July 5, 2015

RE: Math teacher opening

The purpose of this letter is to recommend Linda Lowe as a new Instructional Aide at South Sevier High School.

The selection committee consisted of Shelly Adams, Brett Beagley, Lori King and Randy Madsen and she was selected from those who applied, and District hiring procedures were followed in this hire.

#### **Contract Information:**

27.5 hours per week for 180 days

License and endorsements: Length of Contract: year to year

Funding Source: District Title 1

Reference checks completed: I have had the opportunity to watch her teach and know her well.

Sincerely,

Randy Madsen South Sevier High School

## AUGUST 12, 2015 - BOARD MEETING

## ITEM #3.C. – SAFE WALKING ROUTES

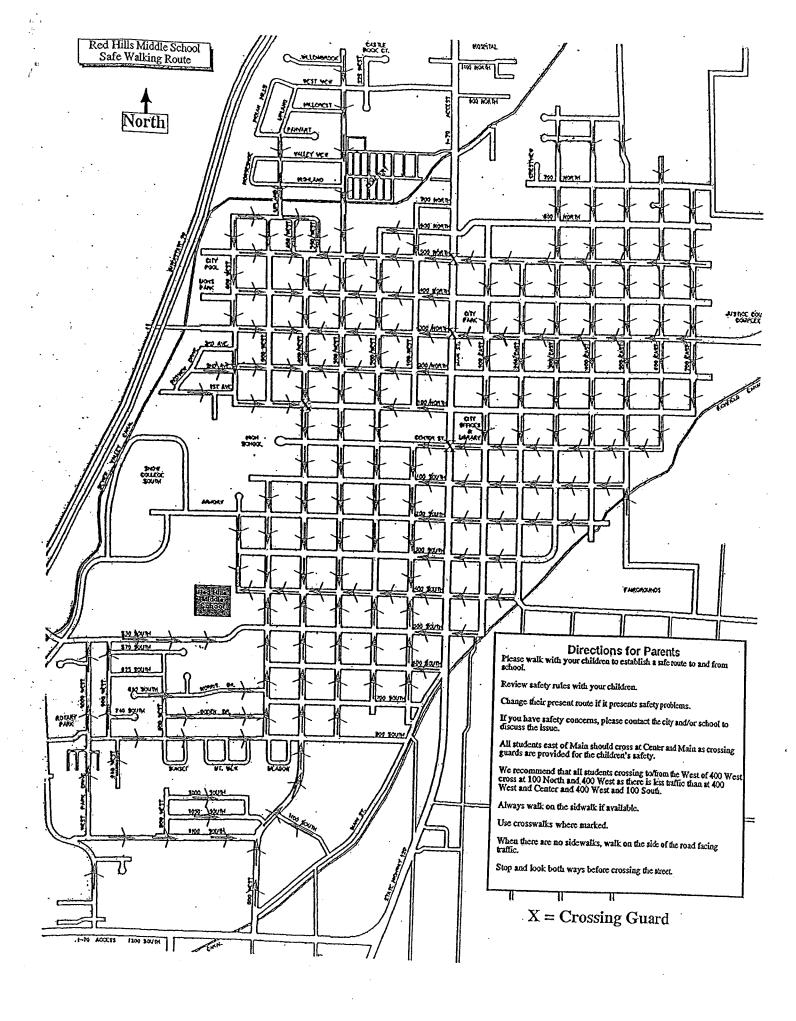
## **Pertinent Information**

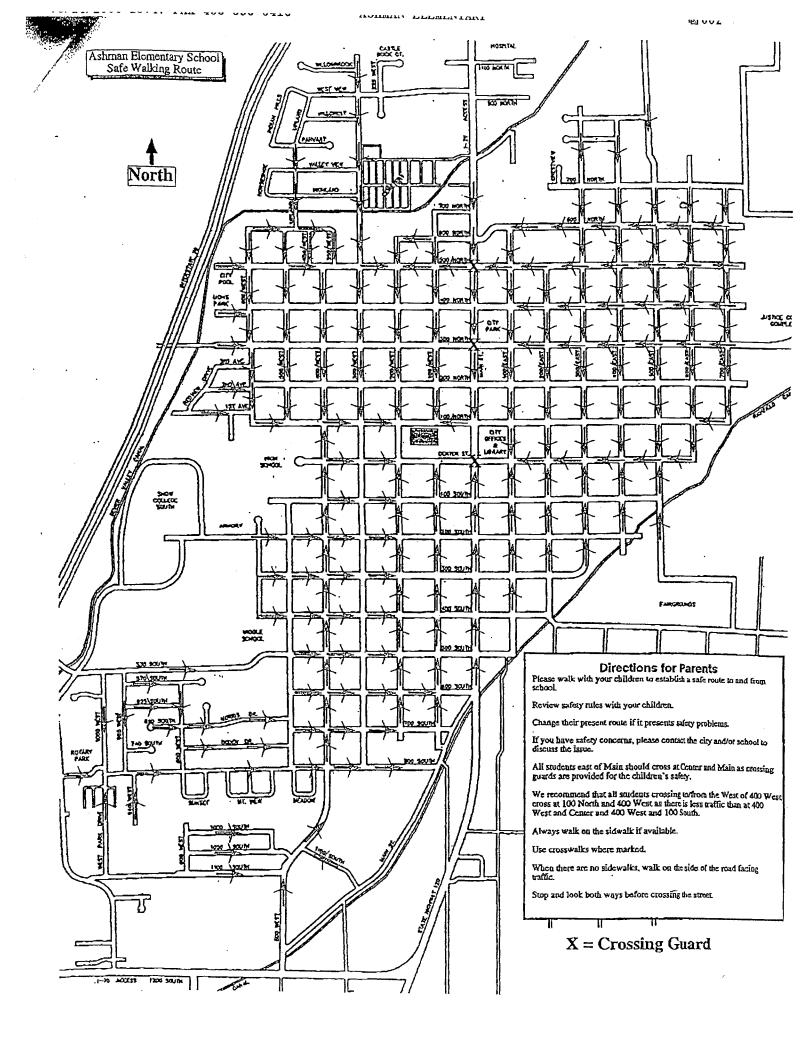
The annual approval of the safe walking routes has now been identified as a requirement in the approval process of the School Trust Land plans. Annually, the District has updated the safe walking route plans for each community and school and has distributed them to the parents through the schools. The 2015-16 safe walking route plans are enclosed for your consideration of approval.

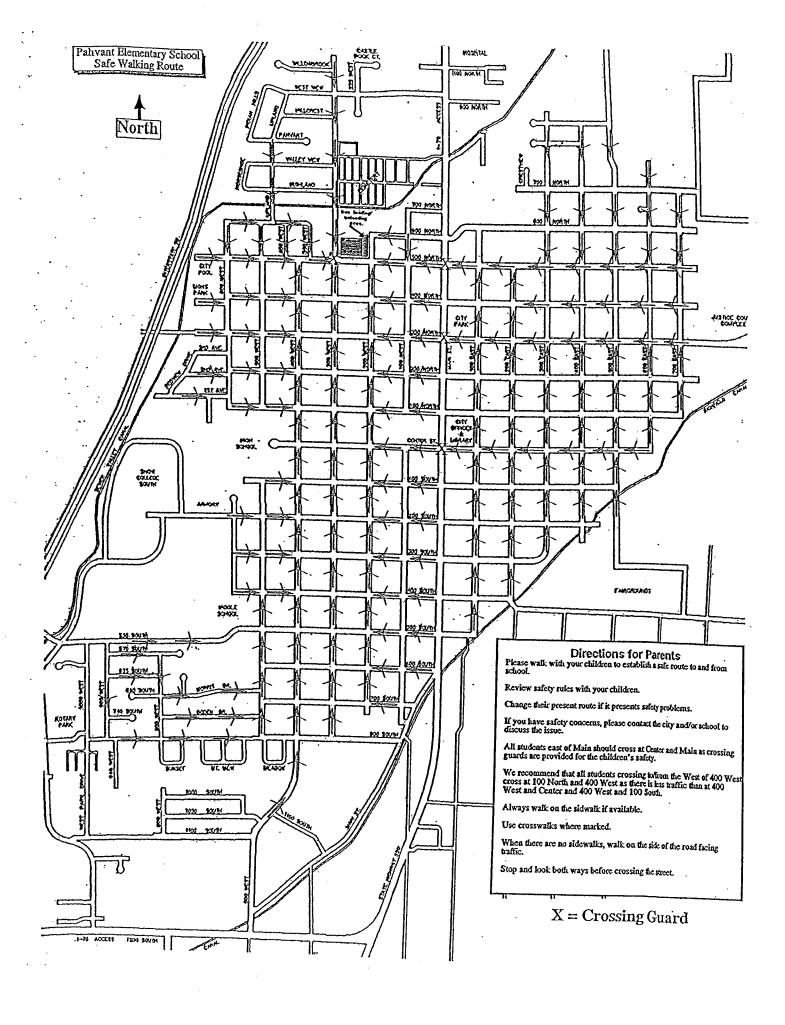
#### **Additional Information Enclosed**

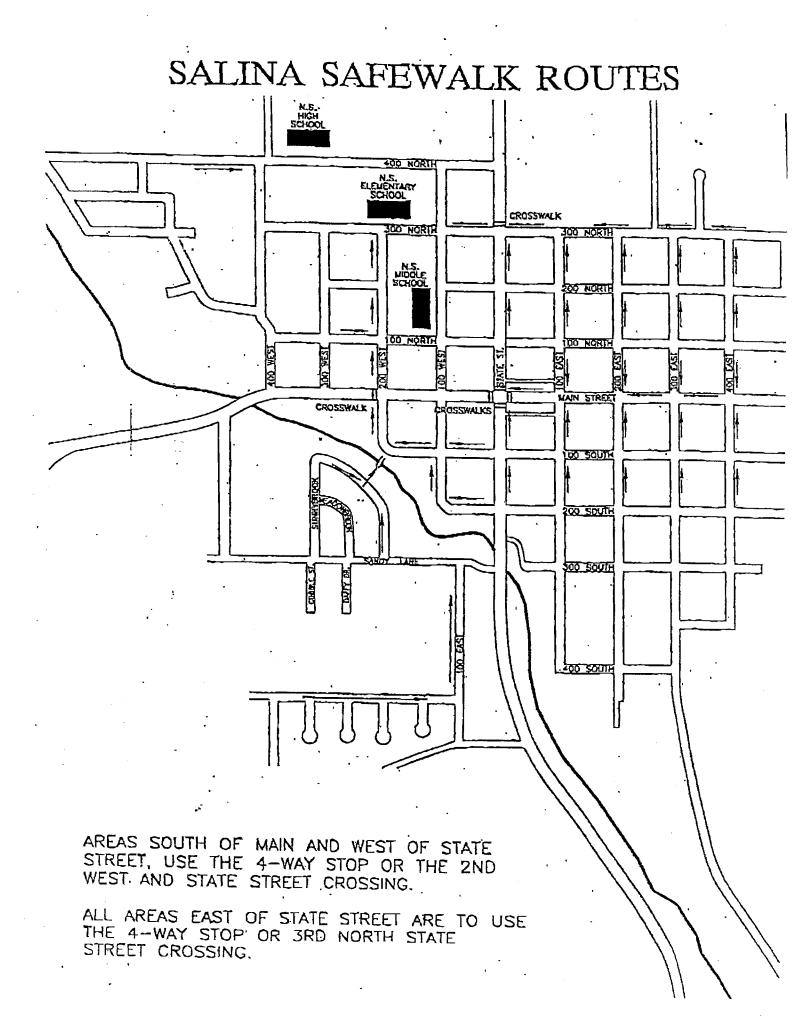
### **Administration Recommendation**

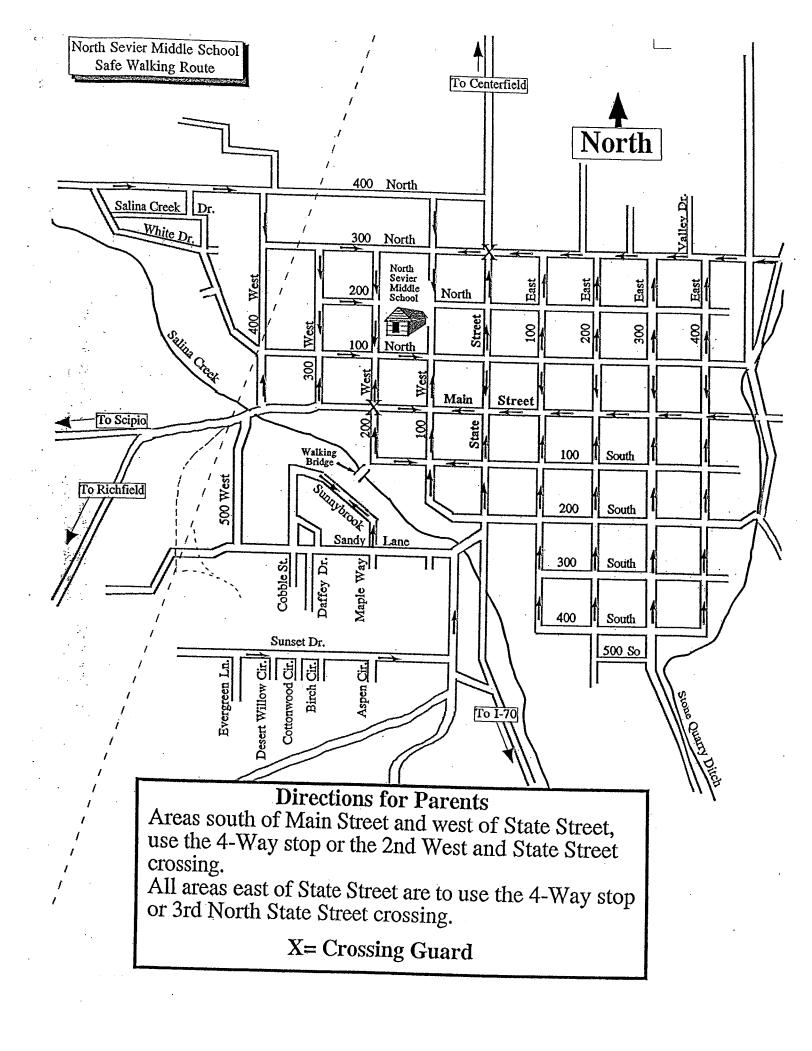
Administration recommends approval of the proposed safe walking routes.

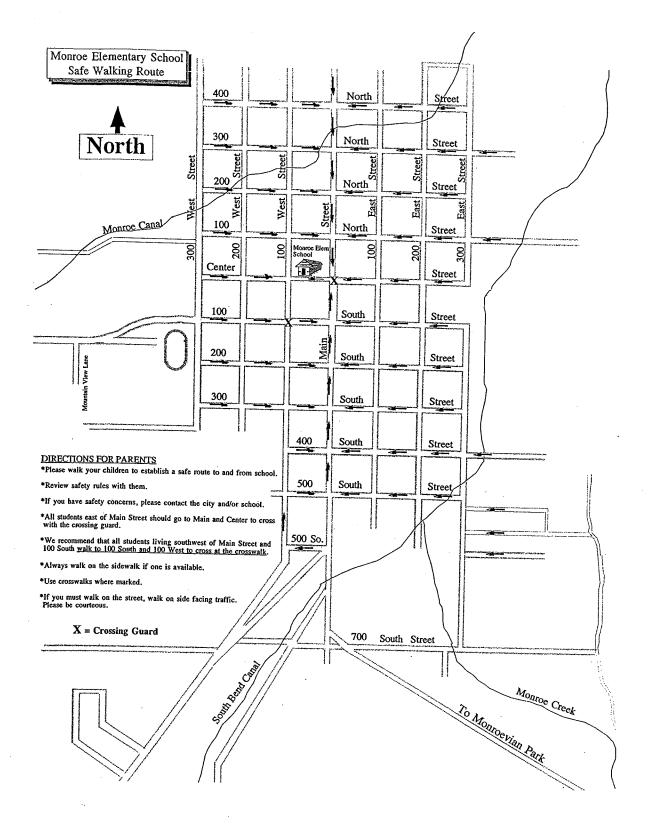


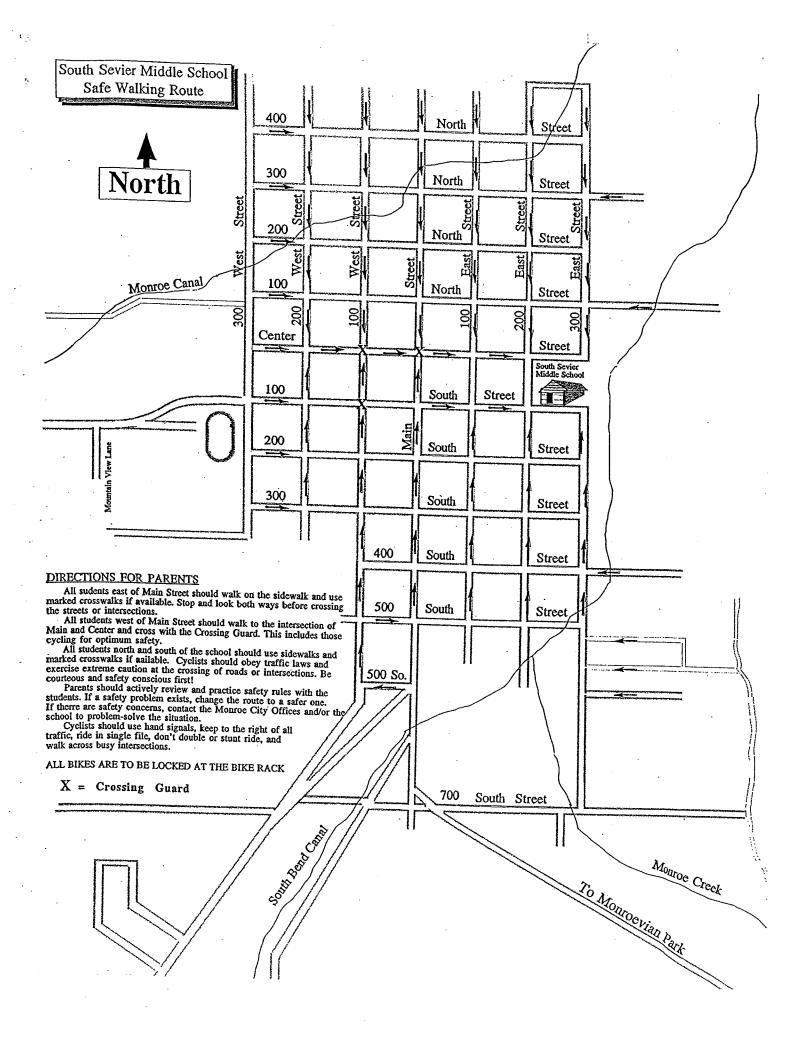


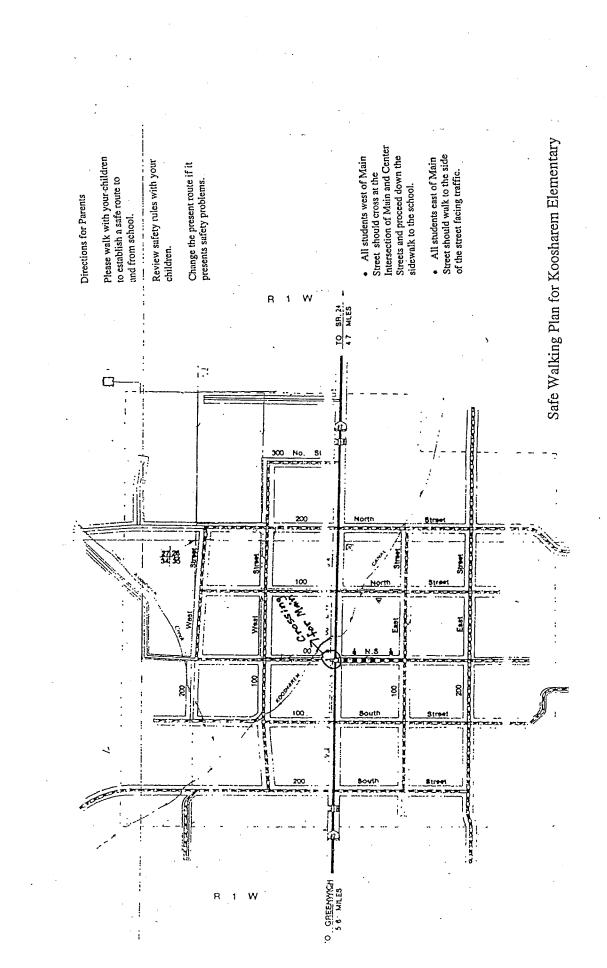












## **AUGUST 12, 2015 - BOARD MEETING**

## ITEM #3.E. – FINANCIAL SUMMARY

# **Pertinent Information**

The financial summary for the periods ending June 30 and July 31, 2015, are enclosed for your consideration of approval.

A listing of all checks issued during the months of June & July 2015, are enclosed for your review and approval.

#### **Additional Information Enclosed**

## **Administration Recommendation**

Administration recommends approval of the financial summaries and all checks issued during the prior months.

# AUGUST 12, 2015 – BOARD MEETING ITEM #4. – PATRON DIALOGUE

## **AUGUST 12, 2015 – BOARD MEETING**

# ITEM #5.A. – DISCUSSION – ITEMS FROM THE BOARD

- Pre-Delegate/Delegate Assembly August 14 15. *Mr. Hales & Superintendent Douglas*
- Richfield High School walk-through
- Other

## **AUGUST 12, 2015 - BOARD MEETING**

# ITEM #5.B. – DISCUSSION – ITEMS FROM ADMINISTRATION

**Items from** Superintendent Douglas

### **Information Items**

- Mission, Vision, Goals, and Initiatives: Alignment Poster
- Principals Goal Setting: Includes Leadership Self-Assessment and Growth Plans (ObserverTab) and School Improvement/Professional Learning Plans\*See attached Document
- Radio Spot every other month (next one is August 18 at 8:45AM)
- District Website Updates, Twitter, Facebook, public awareness etc.
- Opening Institute Friday, August 21st \*See attached agenda
- Back to School Bash \*See attached flyer. District Admin, Principals, and School Board Members are invited to help serve the food and enjoy mingling with all employees
- Voted Leeway Update: Second Richfield School Resource Officer in Place. What 955 Chromebooks look like \*See attached photo

#### **Discussion Items**

- Draft of Utah School Superintendents Association Priorities for 2016 Legislative Session \*See attached
- Proposed Educator Evaluation Plan for Sevier District per Senate Bill 64 and State Board Rule R277-533 \*See attached documents
- Other

#### **Items from** *Gail Albrecht*

- \*Canvas Learning Management Tool
- Assessment Update
- Policies and Procedures-Principals received training
- New Teacher Training
- Educator Evaluation
- Other

#### **Items from** Chad Lloyd

- - RHS Update
- - NSHS Update
- Richfield City Meeting
- Independent audit dates are September 21-23
- - Healthy Utah is scheduled for August 20th & 21st.
- - Other

# AUGUST 12, 2015 - BOARD MEETING ITEM #6. - CLOSED MEETING (2)

# AUGUST 12, 2015 – BOARD MEETING

# ITEM #7. – ACTION ITEMS Change order acceptance Other